



FEDERAL LABOR RELATIONS AUTHORITY

CAREER OPPORTUNITY ANNOUNCEMENT

Announcement No: FLRA-03-03		Opening Date: 12/20/02 Closing Date: 01/21/03	Job Title, Pay Plan, Series and Grade: Director of Human Resources, GS-201-15
Number of Vacancies: One	Promotion Potential: GS-15	Salary Range: GS-15: \$92,060 - \$119,682 Salaries include 2002 locality rate for Washington, DC geographic area; will be adjusted to conform with 2003 rate, once determined.	
<p>Duty Station/Agency Component: Office of the Executive Director, Human Resources Division,</p> <p style="text-align: center;">Washington, DC.</p> <p>The FLRA headquarters office is conveniently located within walking distance from two Metro subway stations in Washington, DC. Metrobus and a number of commuter buses are similarly close by. Numerous eateries, shops, theaters, and historical sites are within walking distance. Excellent employee benefit programs include: alternative work schedules and transit subsidy.</p>			
Who May Apply: Applications will be accepted from all interested individuals who meet the qualifications. NOTE: If you are a candidate with a disability and need a reasonable accommodation for any part of the application and hiring process, please notify the Agency.		Work Schedule/Type of Appointment: Permanent, full-time work schedule Career-Conditional appointment Non-bargaining unit position	

Major Duties: This position is located in the Office of the Executive Director. The position exercises the full range of supervisory and management responsibilities for the FLRA human resources (HR) programs, including providing leadership and direction to the Human Resources Division (HRD). Major duties include the following:

- Planning, administering, and managing a full-scope HR program, including merit promotion, staffing, recruitment, classification, labor-relations, and payroll operations and services, including developing strategic planning goals;
- Leading, planning, directing, scheduling, controlling, and supervising a technical and administrative staff of six in designing, implementing, evaluating, overseeing, and continually improving HR policies, programs, and payroll operations and services, and planning and executing budget and other resource needs for the HR staff and programs;
- Monitoring and evaluating HR programs to ensure they comply with applicable laws, rules, or government-wide regulations and are compatible with the Agency's mission and strategic planning goals for the HR programs;
- Embracing and leading change in a proactive manner promoting actions based on the Agency mission with sensitivity to the interrelationships between and among different organizational components and to the management relationships within the organization;

- Analyzing statutory and regulatory requirements to determine expected Agency impact; developing options and recommendations for integrating requirements into the Agency's policies and practices;
- Providing expert advice and input to Agency leadership, supervisors, and employees, including developing options and recommendations to resolve difficult and complex employee and labor relations problems;
- Administering and monitoring the Agency's labor-management relations programs, including negotiations, agency grievance procedures and appeals, contract administration, employee discipline, and related matters; and
- Serving as technical representative to the Agency's Executive Review Board and other Agency committees, as appropriate.

The Agency is highly automated and currently uses Corel Word Perfect for word processing, the Microsoft Outlook electronic mail system, and Oracle for database management.

Conditions of Employment:

U.S. Citizen

Financial Disclosure

Occasional Travel within the US

Security Investigation

Qualifications Required: Applicants must have one year of specialized experience at the GS-14 or equivalent grade. Specialized experience is experience directly related to Federal human resources management functions that provided the applicant with the knowledge, skills, and ability to perform the duties summarized above.

You must address each listed quality ranking factors, including the documentation as an attachment to your application. Your responses to these factors will be used to determine if you are among the best qualified. The applications of the highest ranked candidates will be sent to the selecting official for selection consideration. If the factors are not separately addressed, the Agency has the option to exclude your incomplete application from consideration.

Mandatory Quality Ranking Factors:

1. Ability to manage a comprehensive agency-wide HR program consistent with agency strategic planning goals and objectives.
2. Ability to lead and manage a staff of subordinates with varied backgrounds and capabilities, engaged in technical and administrative projects or tasks that are often unrelated.
3. Knowledge of Federal sector labor relations operations and other personnel specializations and the interrelationships of these functions to an Agency's overall human resources program.
4. Ability to communicate effectively and to promote the Agency's mission, both orally and in writing, to a broad range of internal and external customers.
5. Knowledge of, and experience in, performing difficult and complex assignments in at least three of the following HR functional areas: position management and classification; compensation and pay; staffing and workforce planning (to include Delegated Examining, special employment programs, senior executive service, reduction-in-force, and outplacement programs); training and development; employee relations (to include performance management and awards programs); employee benefits and retirement; labor relations; HR program planning and evaluation; or HR database and support systems and automation, to include functional process improvement tools.
6. Ability to provide expert advice and guidance, recommend options, and make and implement decisions on complex issues that require extensive analysis to determine the nature of the problem and the best options for solution.
7. Ability to establish and maintain effective working relationships with FLRA leadership, managers and supervisors, employees, and bargaining unit representatives.

Desired Quality Ranking Factors (if you meet the minimum education and experience requirement, and the mandatory ranking factors, this desirable factor will be used to determine if you are among the best qualified):

1. Knowledge of and ability to take a leadership role in establishing, promoting, and maintaining an internal Human Resources Management accountability system consistent with requirements based on Executive Order 13197 (Civil Service Rule X, *Agency Accountability Systems*).

Special Remarks:

If you are applying for competitive service positions and are a compensable veteran or person with a disability and need reasonable accommodation for any part of the application or hiring process, please notify the Agency. The decision on granting reasonable accommodation will be on a case-by-case basis. Proof of eligibility for special consideration is required.

If you are a competitive service employee eligible for priority consideration under CTAP or ICTAP, clearly annotate your resume and submit proof that you meet the requirements of Title 5 CFR 330. If you are determined to be well qualified, that is, you possess knowledge, skills, and abilities which clearly exceed the minimum qualifications requirements for the position, you will be afforded priority consideration.

Relocation expenses will not be paid.

Newly appointed supervisors and managers will be required to complete a one-year probationary period.

Position requires occasional travel within the US.

Agency Mission: The Federal Labor Relations Authority (FLRA) is an independent agency responsible for administering the labor-management relations program for non-postal Federal employees world-wide. It employs approximately 215 employees dispersed among the Washington, DC headquarters and seven regional offices. The Agency consists of three components: the Authority, the General Counsel and the Federal Service Impasses Panel. The Authority is a quasi-judicial body which resolves disputes over the negotiability of proposals made by Federal employee unions in collective bargaining with Federal agencies. It also resolves exceptions to grievance arbitration awards and decides whether conduct alleged in a complaint constitutes an unfair labor practice. In addition, it reviews determinations made by agency Regional Directors in disputes over union elections and unit determinations. The Office of the General Counsel is responsible for independently investigating, and settling or prosecuting unfair labor practice charges; receiving and processing representation proceedings; and providing facilitation, intervention, training and education services to the parties to prevent and/or resolve disputes. The Federal Service Impasses Panel provides assistance to Federal agencies and unions representing Federal employees in resolving impasses arising from negotiations over conditions of employment. For additional FLRA information, you may visit our website at: <http://www.flra.gov>.

Employee Programs and Benefits: As an employee-oriented Agency, FLRA offers options in flexible work schedules such as working a regular fixed schedule, a compressed work schedule, or flexible schedules that allow varied arrival and departure times or number of hours per day worked. There are opportunities to attend skills-enhancing and skills-maintenance training. An employee assistance program provides confidential, professional counseling and referral service to help troubled employees, a health service which provides periodic health screening opportunities at nominal cost, and a leave donation program that can assist employees during personal medical emergencies. For special circumstances, there are opportunities to work at home on a limited basis. All employees are paid by electronic funds deposit.

FLRA recognizes the Union of Authority Employees (UAE) as the exclusive bargaining representative of eligible employees.

The FLRA subsidizes health benefits and life insurance costs. Its portable Federal Employee's Retirement system permits eligible employees to supplement their retirement by contributing to a Thrift Savings Plan (similar to 401K savings plans). Employees on appointments of more than 90 days with set work schedules earn annual and sick leave based on their years of service, beginning at 104 hours each of annual and sick leave per year for a full time employee.

How To Apply: So that we can fully consider your application, submit your resume with the information described on the attached Application/Resume Checklist, so that the information is received at the following address by 5:00 p.m. Eastern Standard Time on the closing date: Federal Labor Relations Authority, Human Resources Division, 607 14th Street, NW, Suite 430, Washington, DC 20005.

To request a copy of this announcement, call the Job Line at (202) 482-6537. To download a copy, visit our website at <http://www.flra.gov/29-jobs.html>. Faxed applications will not be accepted. There is a statutory prohibition against using Government-franked envelopes to mail applications.

Qualified applicants will receive consideration without regard to such non-merit factors as race, color, religion, gender, handicap, age, sexual orientation, national origin, political affiliation, marital status, non-disqualifying disabilities, membership or non-membership in an employee organization, personal favoritism, protected genetic information, or status as a parent.

An announcement will be placed on FLRA's web page once selection is made. Please note that the selection process may take up to 120 days.

DEFINITIONS:

Competitive vs. Excepted Service. Competitive service positions are civilian positions in the executive branch of the Government which require some form of examination - either a written test, or a ranking of qualifications against prescribed knowledge and skill criteria.

The excepted service includes all civilian positions in the executive branch which are specifically excepted from the competitive service by law, Executive order, or regulation, and includes student positions, those of a confidential or policy-determining character, and those for which it is not practicable to examine against a qualification requirement.

Competitive Status vs. Non-Status Candidates. Federal employees acquire competitive status by completion of a probationary period under a career-conditional or career appointment in the competitive service. Non-status candidates are applicants who have never served in a competitive status position in the Federal service.

Salary Range. Candidates with no prior Federal service generally are selected at the minimum pay rate of the grade for which selected. However, occasionally a candidate possesses superior academic or experience qualifications and may be hired above the entry level salary. The Human Resources Division must determine salary prior to extending a final offer of selection .

Promotion Potential. The target grade the selected applicant can expect to achieve without further competition. Promotion beyond the target grade would require further competition or review.

Selective Factor vs Quality Ranking Factors. A selective factor is a knowledge or skill an applicant must have in order to perform the job requirements satisfactorily. Applicants must possess a stated selective factor in order to be rated at least minimally qualified for the job. Quality Ranking Factors are knowledge, skills or abilities which would enhance an applicant's ability to succeed on the job. These factors are used to rank applicants' quality of education and experience.

Trial and Probationary Periods. Applicants selected for excepted service permanent positions serve a two-year trial period if they are non-veterans' preference eligibles, and a one-year period if they are a veterans' preference eligible. Applicants selected for a career or career-conditional appointment serve a one-year probationary period. During these trial and probationary periods, the agency determines the fitness of the employee, and the employee has no appeal rights if the Agency decides to terminate the appointment.

APPLICATION/RESUME CHECKLIST

To ensure full and proper consideration, your application/resume must contain the following information. Failure to submit this information may result in non-consideration for the position.

Job Information

- C Vacancy number, position title and grades(s)

Personal Information

- C Full name, mailing address (with zip code), phone numbers (with area code)
- C Social Security Number
- C Country of citizenship
- C Veterans' preference
- C Reinstatement eligibility, if any
- C Highest Federal civilian job held, if any (include title, job series, and dates held)

Education

- C High school (name, city, state and zip code); date of diploma or GED
- C Colleges or universities (name, city, state, and zip code); Majors
- C Type and year of degrees received (if no degree, show semester/quarter hours).
- C Transcripts if applying for entry level Attorney, Law Clerk, or Outstanding Scholar position.

Work Experience

- C Title (and series/grade if Federal job)
- C Duties (for each paid and non-paid work experience related to the vacancy)
- C Employer's name and address
- C Supervisor's name and phone number

- C Starting and ending dates (month, day, and year)
- C Hours per week, and beginning and ending salary
- C Indicate if we may contact current supervisor

Other Qualifications

- C Training (title, hours, year)
- C Special skills (e.g., computer software/hardware, typing speed, etc.)
- C Current certificates and licenses (e.g., Bar membership; CPA)
- C Honors, awards, accomplishments (e.g., publications, performance award, memberships in professional organizations or societies, leadership activities, public speaking.

Selective Factors and Desirable Knowledge, Skills, Abilities Factors

You must address each listed selective and desirable factor on a separate document as an attachment to your application.

Race and National Origin Questionnaire

You are requested to complete the attached "Race and National Origin Background Questionnaire."

Performance Appraisal

Current or former Federal employees must submit a copy of most recent performance appraisal and a copy of a

recent SF-50, "Notification of Personnel Action" reflecting grade, title, series, and annual pay.

Veterans' Preference DD-214

If you are claiming veterans' preference, submit form DD-214, and, if applicable, proof of disability or mother/widow preference.

NOTE: Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years of more of continuous active service may apply to the announcement. Also, the Defense Authorization Act of 1997 extended veterans' preference to persons who served on active duty during the Gulf War, and authorizes that the Armed Force Expeditionary Medal for service in Bosnia is qualifying for veterans' preference.

Disability Status

Applicants with disabilities who are eligible for non-competitive appointment under special appointing authorities must indicate their special status and provide appropriate current certification of that status.

ICTAP or CTAP Eligibility

Individuals applying to competitive service positions who have priority consideration rights under the Interagency Career Transition Assistance Program (ICTAP) or the Agency CTAP must clearly annotate the eligibility and submit proof

United States
Federal Labor Relations Authority
Background Survey Questionnaire 79-2

OMB No. 50-RO-616

<p align="center">GENERAL INSTRUCTIONS</p> <p>The information from this survey is used to help insure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Please answer each of the questions to the best of your ability. Please print entries in pencil or pen. Use only capital letters. Read each item thoroughly before completing the appropriate code number in each box.</p> <p>Name (Last, First, MI)</p> <hr/> <p>Position for which you are applying</p> <hr/> <p>Date (Month, Day, Year)</p> <hr/> <p>1. Social Security Number</p> <hr/> <p>2. Year of Birth 19</p> <hr/> <p>3. Do you have any physical disability?</p> <hr/>	<p align="center">PRIVACY ACT INFORMATION</p> <p align="center">GENERAL</p> <p>This information is provided pursuant to Public Law 93-579 (Privacy Act 1974) December 31, 1974 for individuals completing Federal records and forms that solicit personal information.</p> <p align="center">AUTHORITY</p> <p>Sections 1302, 3301, 3304 and 7201 of Title 5 of the US Code.</p> <p align="center">PURPOSE AND ROUTINE USES</p> <p>The information from this survey is used for research and for a Federal equal opportunity recruitment program to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Director PRDC, Office of Personnel Management, Washington, D.C. 20415.</p> <p align="center">EFFECTS OF NONDISCLOSURE</p> <p>Providing this information is voluntary. No individual personnel selections are made on this information.</p> <p align="center">INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PUBLIC LAW 93-579, SECTION 7 (b)</p> <p>Solicitation of the Social Security Number (SSN) is authorized under provisions of Executive Order 9397 dated November 22, 1943. It is used to relate this form with other records that you file with Federal agencies and the Office of Personnel Management.</p>
---	---

4. How did you learn about the particular position or exam for which you are applying?
 (You may select up to three choices.)

- | | |
|---|--|
| <p>01 - Private Information Service</p> <p>02 - Newspaper</p> <p>03 - Magazine</p> <p>04 - Radio</p> <p>05 - TV</p> <p>06 - Poster</p> <p>07 - Private Employment Office</p> | <p>08 - State Employment Office (Unemployment Office)</p> |
|---|--|

**09 - Agency Personnel Dept.
(Bulletin Board or Other
Announcement)**

**10 - Agency or Other
Federal Government
Recruitment at School or
College**

**11 - Federal, State or Local
Job Information Center**

12 - Religious Organization

**13 - School or College
Counselor or Other Official**

**14 - Friend or Relative
Working for Agency**

**15 - Friend or Relative Not
Working for Agency**

**16 - Other
(Specify)_____**

5. Please categorize yourself in terms of race, sex, and ethnic categories below. First read definitions of subcategories. The racial and ethnic categories for Federal statistics and administrative reporting are defined as follows:

ETHNICITY: Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture or origin regardless of race.

RACE: American Indian or Alaskan Native -- A person having origins in any of the original peoples of North America, and who maintains culture identification through tribal affiliation or community recognition. Asian or Pacific Islander -- A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

Black or African American -- A person having origins in any of the original peoples of Africa. White -- A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

<p>A. Race</p> <p>1. American Indian or Alaskan Native</p> <p>2. Asian or Pacific Islander</p> <p>3. Black or African American</p> <p>4. White</p> <p>5. Other (<i>Specify</i>)</p> <hr/> <hr/>	<p>B. Sex</p> <p>1. Male</p> <p>2. Female</p>	<p>C. Ethnicity</p> <p>1. Hispanic Origin</p> <p>2. Not of Hispanic Origin</p>
--	--	---